SharpSchool
helping schools succeed

Administrator Guide

Chapter 2

SitePublish:

Content Management System

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About this Guide

This guide has been designed to help administrators make the best use of the SharpSchool's system. The following chapters are divided into individual modules and contain important information in the form of *Reminders*, *Notes* and *Tips*. Pay attention to these alerts as they will help you to avoid common mistakes.

If you are an administrator at your district or school, and do not see some of the tools mentioned in this manual, it is because of the permission settings applied at the district level. Nonetheless, you will still have the ability to perform many of the tasks mentioned in this manual.

Who Should Use this Guide

The contents of this guide are written for administrators who have some technical background. Primarily, this guide will be used by IT personnel and technical resources at organizations.

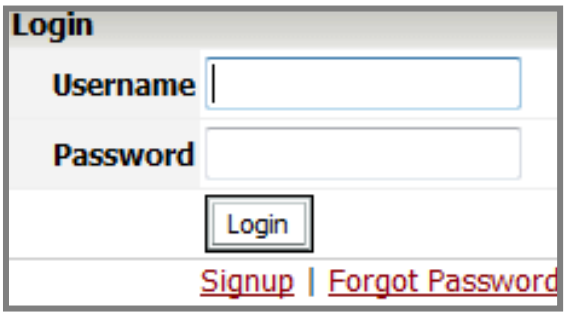
If you have been given a training site, it is a good idea to practice the steps covered in this guide on the training site before working with your real sites. This eliminates the risk of accidentally deleting or ruining anything on your real site.

About SitePublish

SitePublish is SharpSchool's Content Management System (CMS). This system offers a typical, non-technical web user all the tools needed to create, edit and maintain content on websites. We will go into greater detail on these tools later in the guide.

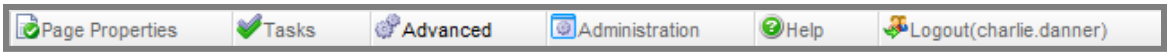
Accessing your Website

In order to use *SitePublish*, you must first log into your website. The login page to your school or district site will contain fields for username and password. The location of the login button will vary according to your website's design; however, login buttons are typically available on the upper right corner of your website.



The Gray Tool Bar

As discussed in the previous chapter, the *Gray Tool Bar* is divided into 6 main headings:



1) **Page Properties**
2) **Tasks**
3) **Advanced**
4) **Administration**
5) **Help**
6) **Logout**

The purpose of this manual is to elaborate on some of the topics that were covered in Chapter 1. This will include a detailed description of elements in the **Advanced** menu bar and **Administration** menu.

I. Advanced Menu

The **Advanced** menu comes third on the row of menus in the *Gray Tool Bar*. Several topics under this menu have been covered in Chapter 1. The table below offers a comparison of the features that are available to system users and administrators.

Title	Permissions
Switch to Design Mode	Users and Administrators - Refer to Chapter 1
Page Properties	Users and Administrators - Refer to Chapter 1
Page Layout	Users and Administrators - Refer to Chapter 1
Save as Page Type	Only Administrators
New Portlet	Only Administrators
New Content Page	Users and Administrators - Refer to Chapter 1
New External Link Page	Users and Administrators - Refer to Chapter 1
Import New XML Page	Only Administrators
Move Page	Only Administrators
Copy Page	Only Administrators
View Local Portlets	Only Administrators

This manual will only contain information on tools that are used exclusively by Administrators. These include:

1) **Save as Page Type**
2) **New Portlet**
3) **Import New XML Page**
4) **Move Page**
5) **Copy Page**
6) **View Local Portlets**

1) Save as Page Type

Administrators have the ability to create pages with custom portlet layouts that can be made available to all users in the system. After creating a page with a particular arrangement of portlets and sub-pages, simply click on **Save as Page Type**. This page type will now be available to add users when they go to add a new page under the **Page Properties** menu.

Note: If you save a specific page as a **Page Type**, then its sub-pages will also be associated with it by default. For example, the Teacher Page type includes several other pages such as the Calendar and Photo Gallery by default.

2) New Portlet

When sites are provisioned, a default set of portlets are made available to users. However, administrators have the ability to create custom portlets for users as well. The **New Portlet** tool is useful in situations where the default available portlets are not enough. In Chapter 1 we were introduced to Jane, a teacher who is using SharpSchool to create and maintain her teacher pages. Let's assume that Jane decides to create a page that consists of multiple content portlets, but the default available to her is no more than 4 portlets. In such a scenario, administrators can create additional content portlets using the pre-defined portlet templates in the system. These new portlets can be renamed and added to a specific category (Collaboration, Content Management, Parent Applications or Student Applications). In Jane's case, the new content portlets can be called content5, *c*ontent6 and so forth.

Details on how to use an existing template to create a new portlet, and the various portlet types are listed below.

a. How to Create a New Portlet

It is only when a user wants to use additional portlets (for instance if they wish to use more than two content portlets on a single page) that you will need to create a new portlet.

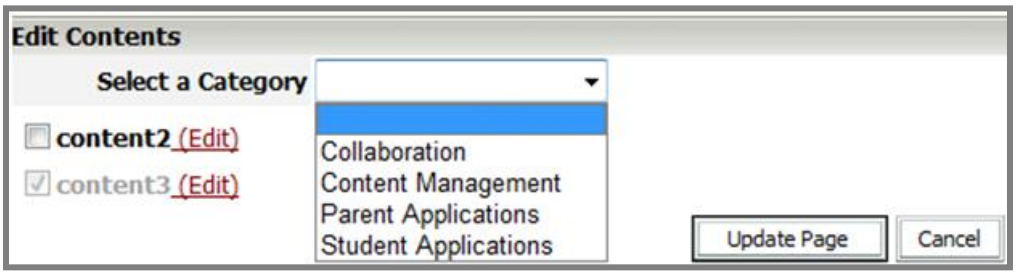
To create a new portlet, on the *Gray Tool Bar* go to **Advanced** and click **New Portlet**. You will then be routed to a page where you will be able to specify details about the portlet. The various fields that an administrator is required to fill in are:

i. **Portlet Name:** This name will be displayed to users via the **Add Portlet to Region** option.

ii. **Portlet Template:** Administrators can select the portlet template that they wish to duplicate. The definitions of all the portlet templates are available in part b) of this section.

iii. **Category:** Administrators can opt for inserting this new portlet template into a specific category. In Chapter 1 we learned that users of the system have 4 default portlet categories available to them: Collaboration, Content Management, Parent Applications and Student Applications. You can leave the **Category** field blank, therefore making the portlet available to users as part of their default list when they click on **Add Portlet to Region**.

Note: In the following image, content2 and content3 are not a part of any specific category. This is because the administrator left the **Category** field blank when creating this portlet.



iv. **Description:** This is an optional feature, where an administrator can insert a description of the portlet that will be viewable by other administrators.

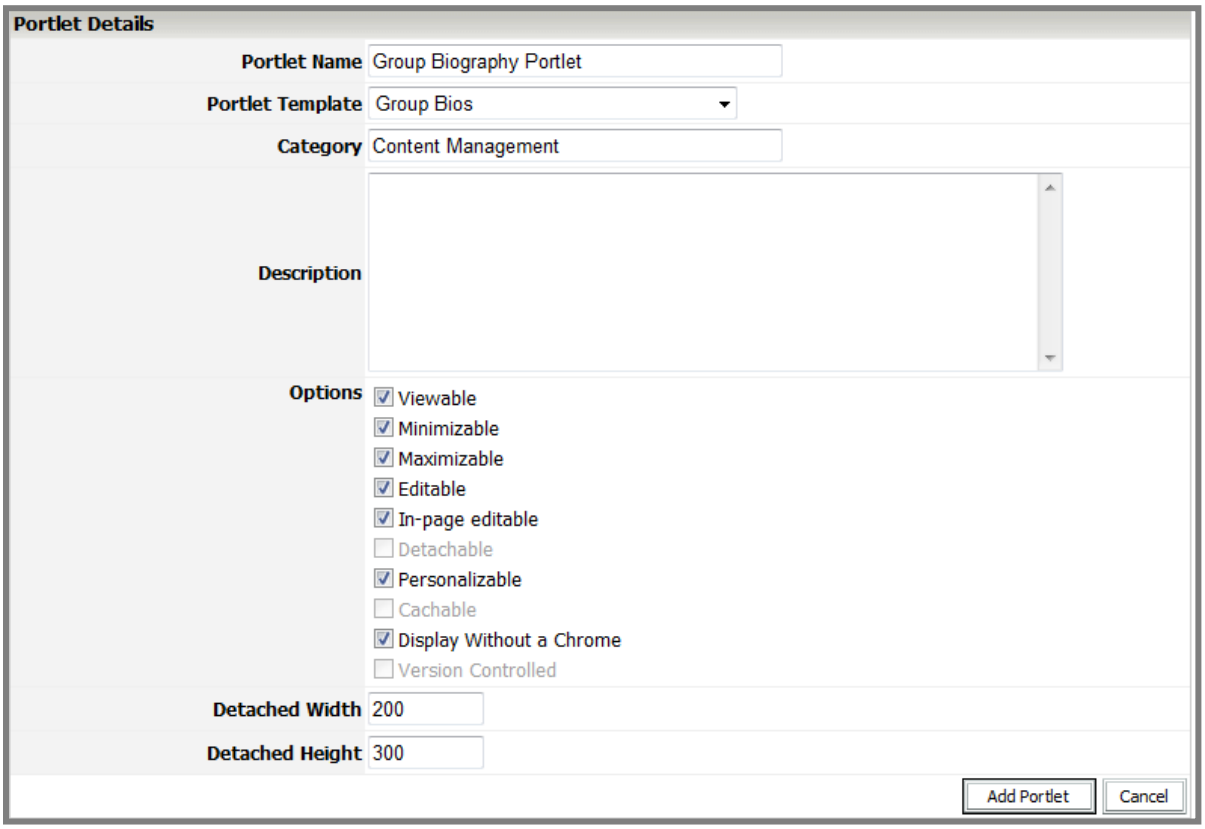
v. **Options:** There are several options that are available when creating a portlet. Depending on the portlet type some options may not be selectable. The different options are:

1) **Viewable:** This makes the portlet viewable to visitors on your site.
2) **Minimizable**: This option allows content authors to minimize a portlet while in **Design Mode**.

3) **Maximizable:** This option allows content authors to maximize a portlet while in **Design Mode**.
4) **Editable:** This option allows content authors to edit a portlet after adding it to a page.
5) **In-Page Editable:** This option inserts an edit option next to a portlet without having to **Switch to Design Mode**. The edit option will not be visible to visitors coming to the site.
6) **Personalizable:** This option allows content authors to personalize a portlet.
7) **Display without a Chrome:** If this option is enabled, the portlet is displayed without a border.
8) **Version Controlled:** This option gives you the ability to access multiple versions of the portlet. i.e. Access previous edits of the portlet.

vi. **Detached Width:** This option configures the width of the portlet. All portlet templates come with a default width that can be changed.

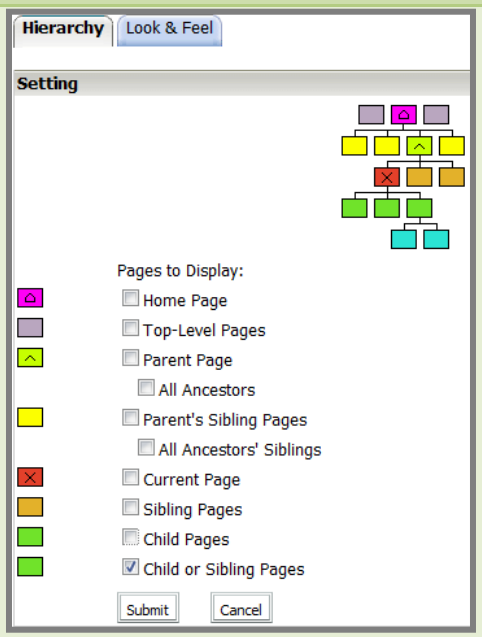
vii. **Detached Height:** This option configures the height of the portlet. All portlet templates come with a default height that can be changed.



After completing this information, click on **Add Portlet**. This portlet will now be available to users via the **Add Portlet to Region** option in *Design Mode*.

b. Portlet Templates

In Chapter 1 we covered some of the most common portlet types that are available to user on the system. The following table details all the portlets that are exclusively configured by administrators. These ready-made **portlet templates** are also used to create new portlets.

Portlet Template	Description
Advanced Data Display	This portlet is the used to display news stories on News Content pages. This portlet allows users to customize fields that will be stored as an XML file and be published on the site.
Advanced Site Navigation	This portlet controls what pages are displayed in the left-hand navigation. Administrators have the ability to define which pages display as well as change the look and feel of the text in the navigation bar. This configuration is already complete when SharpSchool hands over a site. 
Blog About Me	Displays the blog's author.
Blog Categories	Displays the posts under a category.
Blog Content Place	Main content area of a blog.
Blog RSS	Displays RSS subscription links for blogs.
Blog Summary	Displays the summary of a blog.
Blog Tag Cloud	Displays a post's tags.
Content Managed Data	A simple content portlet.
Custom Form	Inserts a form within a portlet on a page.
Global Content	Similar to the **Content Managed Data** portlet, except that all instances of this portlet will share the same data.
Group Bios	Tabulates a list of all the users in the system and displays summaries of their information.

Group Blogs	Creates quick links to all the blogs on the site.
Group Recent Posts	Displays links to the most recent posts in a selected blog.
iFrame Template	The iFrame portlet allows you to insert an external webpage window with a page. The default for an iFrame is www.google.com
Mini Calendar	Summarizes a calendar. You have the ability to link a mini calendar to any calendar on your site.
Mini Upcoming Events	Summarizes the upcoming events of a selected calendar.
Post Archives	Lists and creates links to archived posts in a blog.
Presentation	Displays applications such as a wiki on a content space page. Note: Almost all common SharpSchool applications are available as a page type under the **Add New Page** section in the **Page Properties** menu.
RSS Aggregator	Displays RSS information according to a **Site Render Template**.
Site Map	Displays a list of all pages on the site.
Parent Application Category	
These portlets are available to content authors via the Parent Application Category. The purpose of these portlets is to create parent portal on a site, such that parents can login and access information about their children. The different types of information available is defined by the portlets available, these are: Assessments, Attendance, Classes and Grades. It is important to note that this information is only rendered if the organization is using SharpSchool's online classroom and attendance tool. Furthermore, these portlets are almost always configured by administrators at an organization. **Information on how to create parent accounts and set up online classrooms is detailed in the Learning Management System (LMS) section of the SharpSchool User Guides.**	
Student Assessment (Parent View)	This portlet renders information on upcoming assessments and assignments from all the online classes a student is enrolled in.
Student Attendance (Parent View)	This portlet renders information on student attendance from all the online classes a student is enrolled in.
Student Classes (Parent View)	This portlet created a list of all the online classes a student is enrolled in.
Student Grade (Parent View)	This portlet renders information on student grades (including course averages) from all the online classes a student is enrolled in.
Student Application Category	

These portlets are similar to the Parent Application Category portlets, except through this category students can be given access to a site where they can view their grades, attendance and enrollments. **Information on how to create student accounts and setup online classrooms is detailed in the Learning Management System (LMS) section of the SharpSchool User Guides.**	
Student Assessment (Student View)	This portlet renders information of upcoming assessments and assignments from all the online classes a student is enrolled in.
Student Attendance (Student View)	This portlet renders information on student attendance from all the online classes a student is enrolled in.
Student Classes (Student View)	This portlet created a list of all the online classes a student is enrolled in.
Student Grade (Student View)	This portlet renders information on student grades (including course averages) from all the online classes a student is enrolled in.

3) Import new XML Page

The **Import New XML Page** tool has been designed to simplify the process of content migration. If you have a page on your current site that you wished to be moved to SharpSchool's system then simply convert the information in the XML standards defined by the SharpSchool solution. The concept behind this tool is simple: if an administrator knows the structure of their existing website database, then they can easily generate an XML file that can be used to recreate the existing site on the SharpSchool system.

Details on how to generate the XML file has been included in **Appendix B** of the SharpSchool manuals. This document has been included at the end of this manual.

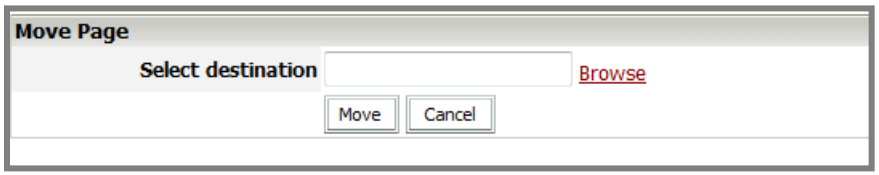
4) Move Page

Administrators have the ability to move existing pages from one area of a website to another area. Moving a page involves multiple steps that have been itemized below:

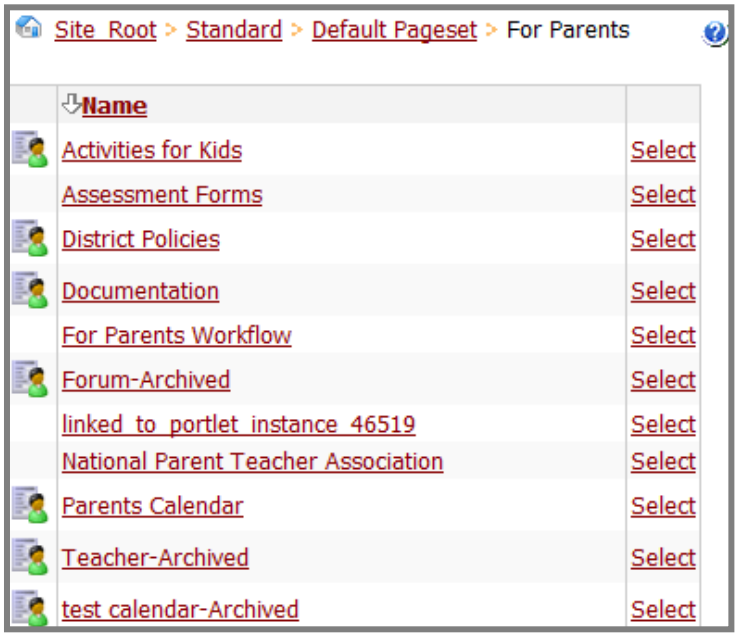
a) Go to the page you want to move.

b) Go to **Advanced** in the *Gray Tool Bar* and click on **Move Page**.

c) In the following window you will be required to select the final destination of the page. Click on **Browse** to find a location on your site.



d) Clicking on **Browse** will open a window that contains the current location of your page on the system.



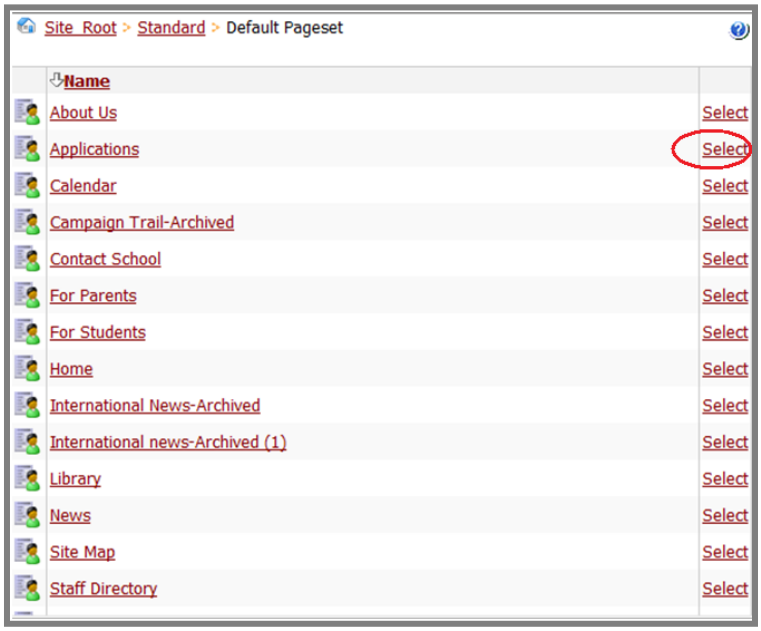
e) In this window, it is essential to understand key pieces of information first:

a. **Site Root**: The site root contains the name of the server on which your site is located. This will often contain the name of your organization.

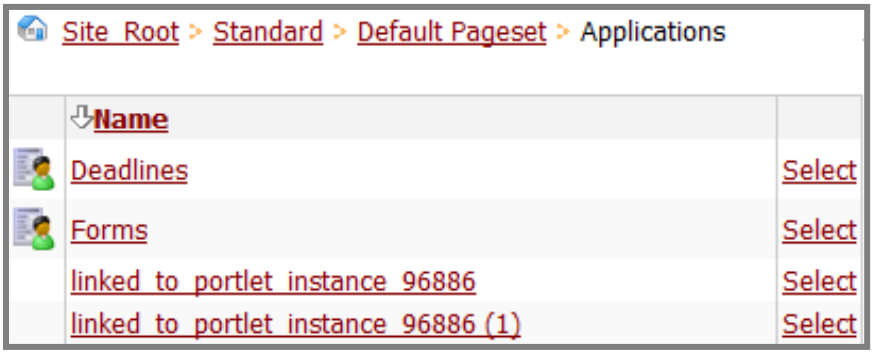
b. **Site Name**: Here you will have two options; the default pageset and the secondary pageset. All your sites are set up under the default pageset, so click on this option.

c. **Default Pageset:** Contains all the links available from the homepage of your website.

f) At this point, it is important to know exactly where you want to move a page. To move a page under a particular parent page, simply click on **Select** next to page's title. (In this case, we have decided to move the page under Applications)



g) Let's assume that you wanted to move the page into a sub-page under Applications. In this case click on the Applications page and then click **Select** beside the sub-page you wish to move the page under.



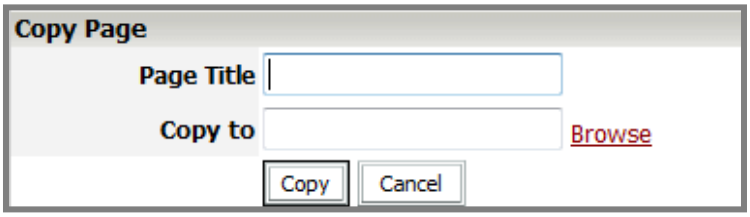
5) Copy Page

Administrators also have the ability to copy pages within a site. The process of copying a page is similar to moving one in the system.

a) Go to the page you want to copy.

b) Go to **Advanced** in the gray tool bar and click on **Copy Page**.

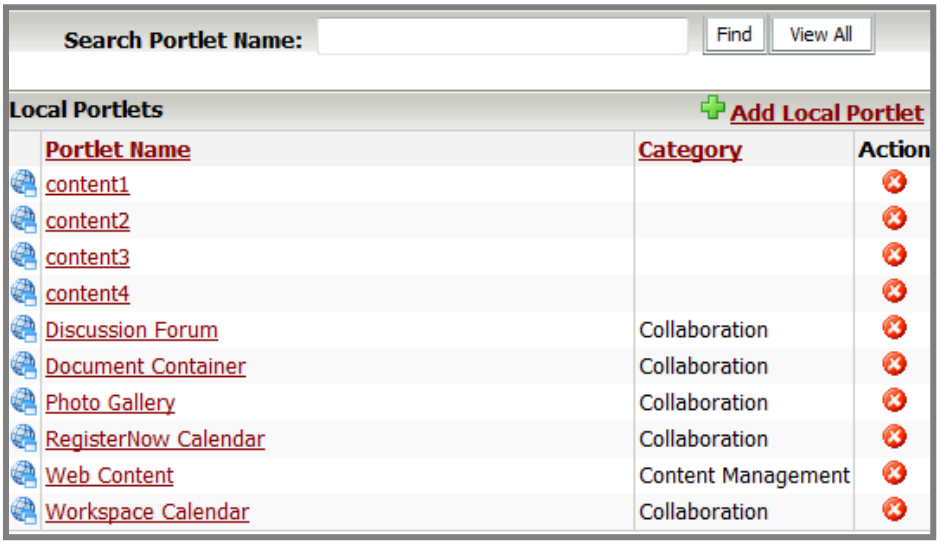
c) In the following window you will be asked to title the new page as well as select a destination for the copied page on the site. You must click on **Browse** to select a location on your site.



d) To select an area on your website to move a copied page, simply follow the steps covered in *Unit 5: Move Page*, steps 5-8.

6) View Local Portlets

View Local Portlets displays the portlets that were created using **New Portlet**. By clicking one of these portlets you can edit the settings you originally assigned when you first created the portlet. For more information on these configuration options, see the *New Portlet* section.



Advanced Menu Summary

Through the Save as Page Type option, administrators have the ability to create custom page templates that are made available to all users on the system

The Import New XML Page option makes it easy for organizations to carry out their own content migration

When moving or copying pages it is important to know exactly where you want to move a page. To add a page under a particular parent page simply click **Select** next to the parent page **title**

Administrators can Move and Copy pages within a website by using the "Move Page" or "Copy Page" option respectively

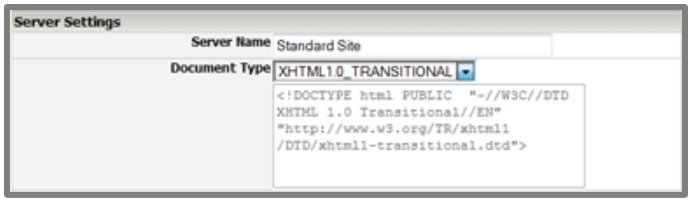
Administrators can Copy pages within a website by using the "Copy Page" option

II. System Administrator

1) Server Settings

This is where general system settings may be configured, such as configuring site notifications, setting user password restrictions and default time zone locations.

a. Server Settings



Administrators can specify a server name (this will appear on the breadcrumb for the site).

If you are working on building your own themes and templates, you may also wish to specify a **Document Type**. You may choose between **XHTML1.0_STRICT**, **XHTML1.0_TRANSITIONAL**, and **XHTML1.0_FRAMESET**.

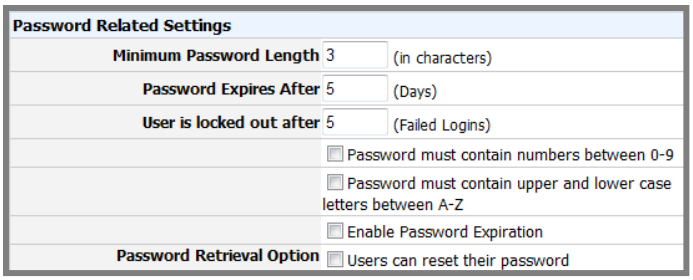
b. Notifications Setting

Administrators can choose who receives system wide notifications. By default this is set to a SharpSchool representative.

Tip: If you wish to use your own mail server then it is recommended that the firewall settings on the mail server are set to allow messages from SharpSchool.

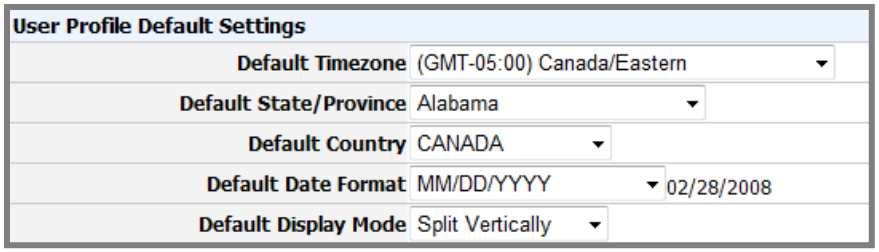
c. User Password Restrictions

Here administrators can define aspects of user passwords such as the length and expiration time of user passwords.


Password Related Settings
Minimum Password Length 3 (in characters)
Password Expires After 5 (Days)
User is locked out after 5 (Failed Logins)
Password must contain numbers between 0-9
Password must contain upper and lower case letters between A-Z
Enable Password Expiration
Password Retrieval Option
Users can reset their password

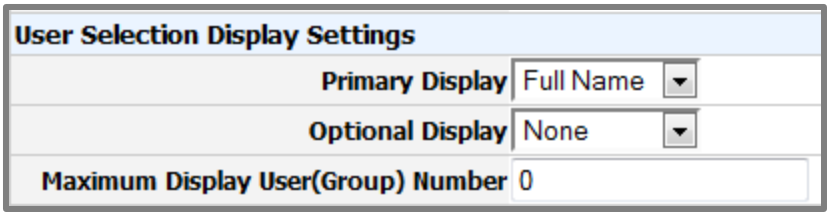
d. Time Zone Locations

Here, administrators can define the time zone their site falls under. **Note:** This setting is configured when you are handed your site.


User Profile Default Settings
Default Timezone (GMT-05:00) Canada/Eastern
Default State/Province Alabama
Default Country CANADA
Default Date Format MM/DD/YYYY 02/28/2008
Default Display Mode Split Vertically

e. Username Display Settings

Here, administrators can choose to display the user's name by showing their **User Name** (the name used for logging in) or their **Full Name** (i.e. their first and last names). Whenever the <userlink /> tag is used it will show the **Full Name** or **User Name**.

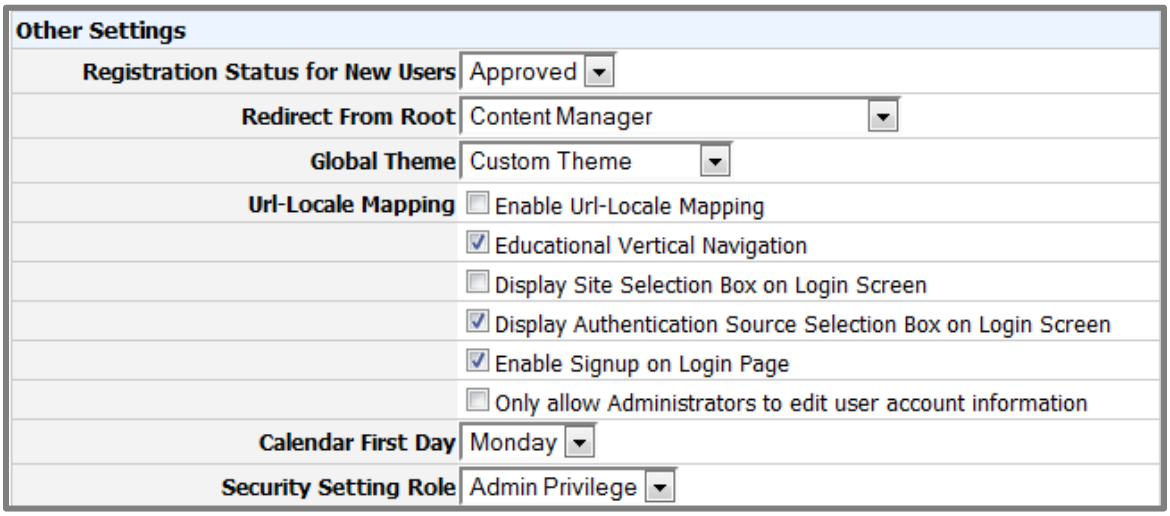


f. Other Settings

In the other settings section you have a number of important options. If you would like new users to be able to sign up to the site on your own, you can allow that by checking **Enable Signup on Login Page**.

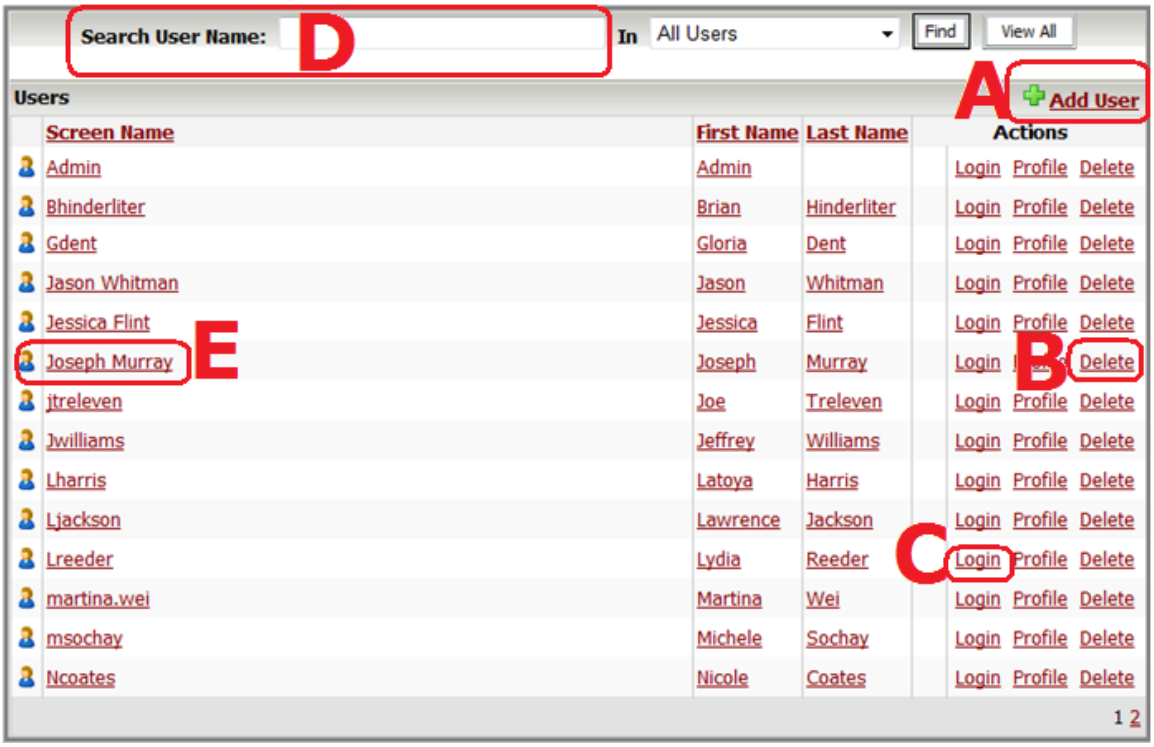
Tip: If you want to approve the accounts after the user signs up, set **Registration Status for New Users** to **Pending**.

Another useful configuration option found in the **Other Settings** region is the ability to choose which day of the week the calendar starts on. You can have the calendar start on **Sunday**, the first day of the week, or **Monday**, the first day of the school week. To make the change, click on the **Calendar First Day** dropdown.



2) Manage Users

The **Manage Users** section lets administrators add and search for users, edit user profiles and assign users to specific groups.


Search User Name:
D
In
All Users
Find
View All
Users
A
Add User
Screen Name
First Name
Last Name
Actions
Admin Admin Login Profile Delete
Bhinderliter Brian Hinderliter Login Profile Delete
Gdent Gloria Dent Login Profile Delete
Jason Whitman Jason Whitman Login Profile Delete
Jessica Flint Jessica Flint Login Profile Delete
Joseph Murray E Joseph Murray Login B Delete
jtreleven Joe Treleven Login Profile Delete
Jwilliams Jeffrey Williams Login Profile Delete
Lharris Latoya Harris Login Profile Delete
Ljackson Lawrence Jackson Login Profile Delete
Lreeder Lydia Reeder C Login Profile Delete
martina.wei Martina Wei Login Profile Delete
msochay Michele Sochay Login Profile Delete
Ncoates Nicole Coates Login Profile Delete
1 2

There are five primary tasks that administrators can perform through the **Manage Users** interface, these are:

a) **Add User**
b) **Delete User**
c) **Log in as a User**
d) **Search User Names**
e) **Edit User**

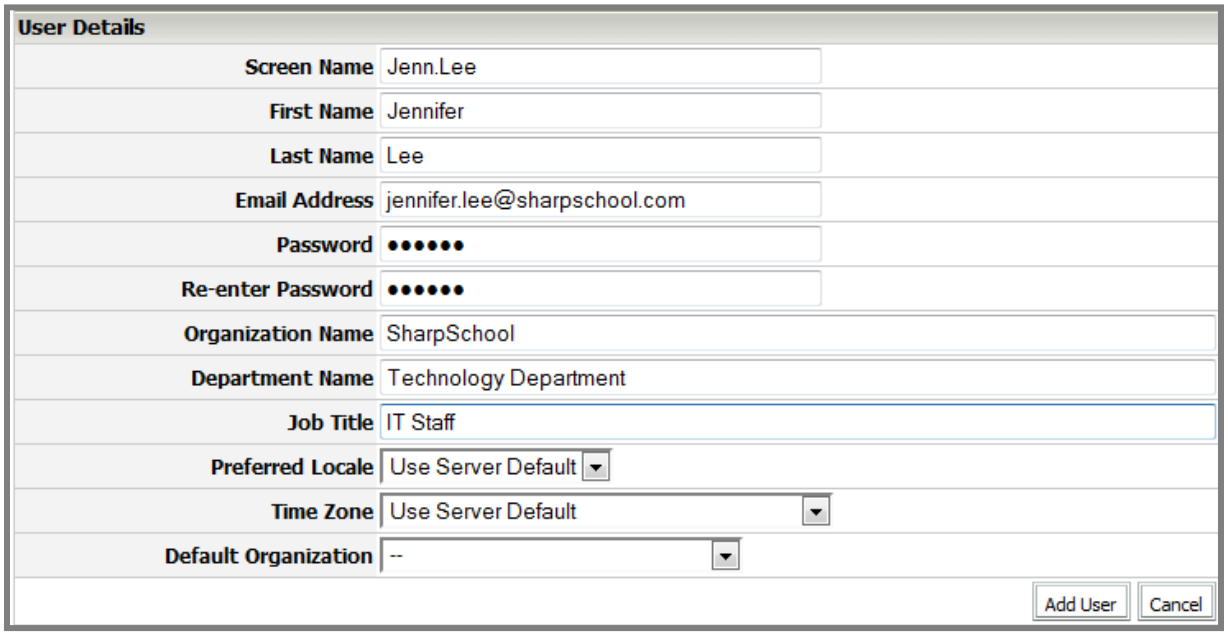
a. Add User

As a general practice, when you first receive your site(s) from SharpSchool all your users are already imported into the system. However, this may not always be the case and as new members are added to an organization it becomes important for the Administrator to take on the responsibility of adding these users.

Adding individual users into the system is straightforward; simply click on the **Add User** icon. Here, you can enter distinct values for the user in specific fields, such as: **Screen Name**, **First Name**, **Last Name**, **Email Address**, **Password**, **Organization Name**, **Department Name** and **Job Title**. Once these fields are completed, simply click on **Add User**.

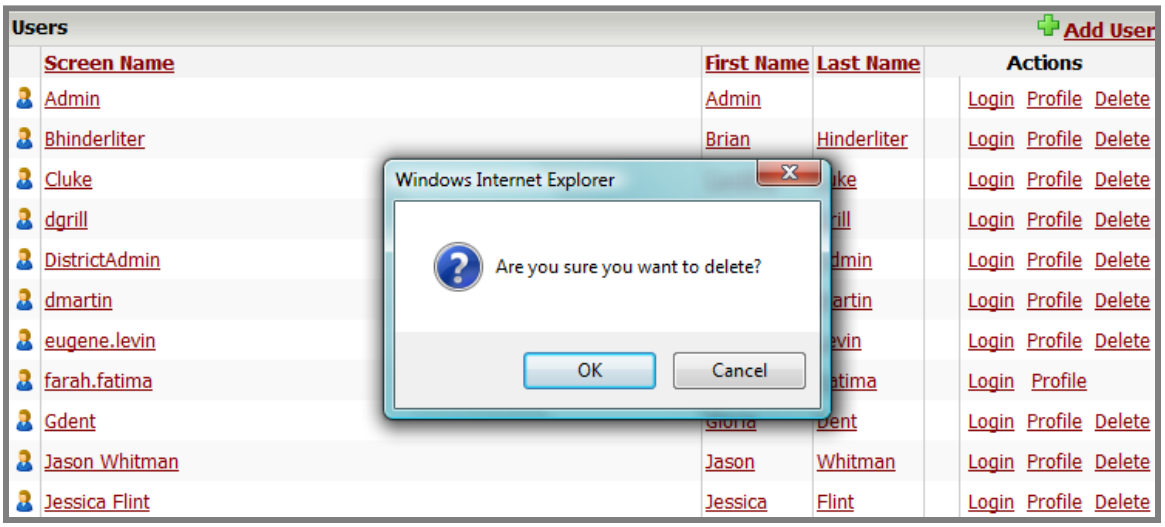
Note: It is important to use a current and valid email address for users, especially if this user will be responsible for editing content on pages, since reminders and notifications will be routed to the email address provided in the user's profile information.

Note: The **Default Organization** option will not be visible to regular users on the system, i.e. non-administrators.



b. Delete Users

Administrators have the ability to delete users as well. Simply click **Delete** next to the name and click **OK** when prompted.



c. Log in as a User

Administrators also have the ability to log in as users on the system. This is often useful if an administrator wishes to see what a user sees on the site, such as permissions to certain pages. To log in as a user, simply click the **Login** button corresponding to the user's name and you will be logged into the system as that user.

d. Search User Names

When looking for a specific user amongst a large pool of users, it is impractical and time-consuming to hunt through page after page of users to find the user you are looking for. Fortunately, you can speed this process up.

i. Type all or part of a user name into the **Search User Name** field.
ii. Choose what kind of users you would like to search for from the dropdown menu. You can choose **All Users**, **Locked Out Users**, **Banned Users**, **Users Pending Approval**, or **Suspended Users.**
iii. Press the **Find** button and wait for the search results to be displayed.

e. Edit User

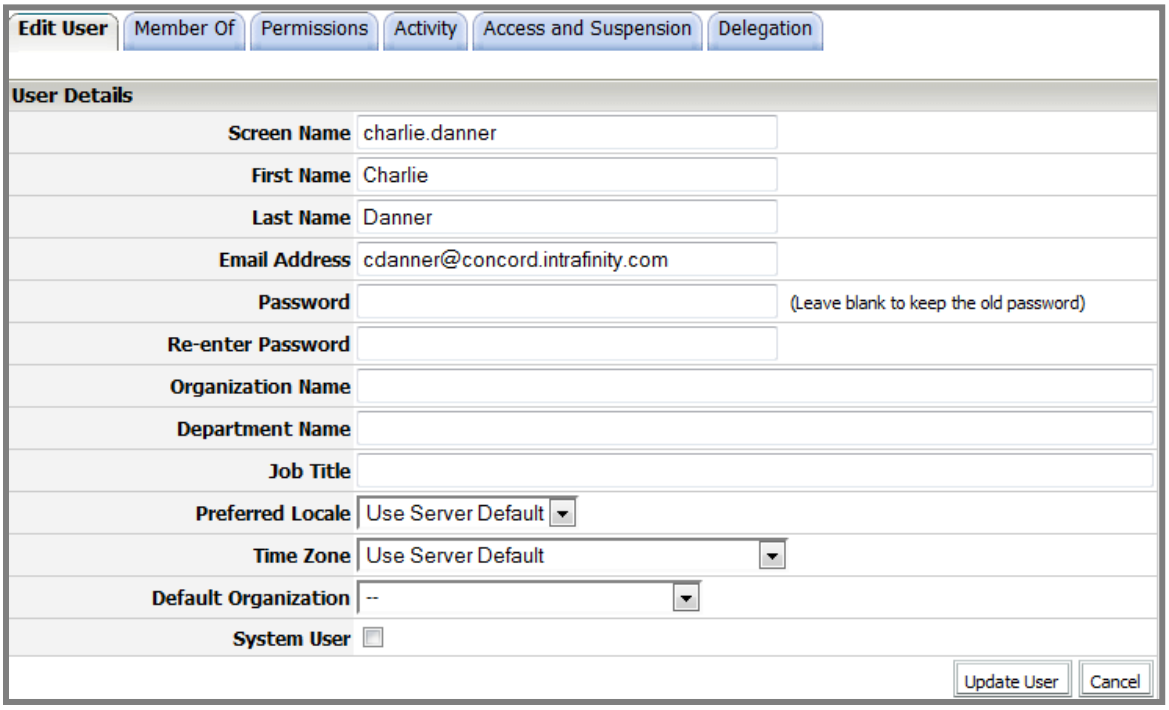
Once a user has been added into the system, an administrator has the ability to edit various aspects of that user's profile.

By clicking on a user's **Screen Name** in the **Manage Users** list, the administrator can access the user's profile page. In addition, there are five tabs available that will allow the administrator to grant even further rights and permissions to an account. These five tabs are:

i. **Member Of**
ii. **Permissions**
iii. **Activity**
iv. **Access and Suspension**
v. **Delegation**

Each tab is described in details later in this user manual.

Tip: This tab is where administrators can reset user passwords.



Note: Delegating an account is almost always used for student accounts. In this step administrators have the ability to grant parents the rights to view their child's account. We will go into further detail on this topic later in this user guide.

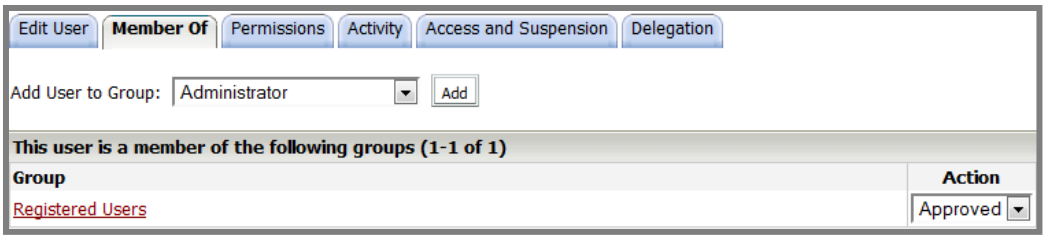
i. Member Of

The **Member Of** tab allows administrators to do three primary functions:

1) Apply permission status to a user

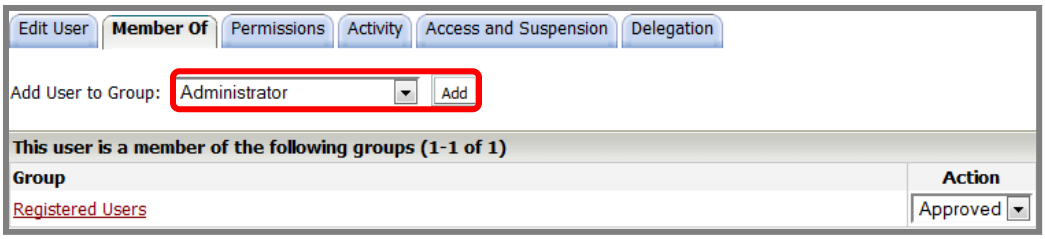
As a default, users added into SharpSchool's system are put in the **Registered Users** group and given an **Approved** status. This status can be changed by clicking on the dropdown menu beside **Registered Users** and setting it to **Deleted**, **Rejected** or **Banned**.

If a user is tagged as **Pending**, this means the administrator must approve this user before they can sign in.



2) Assign user to specific groups

To assign a user to a specific group, simply click on the group from the dropdown menu and click **Add**.

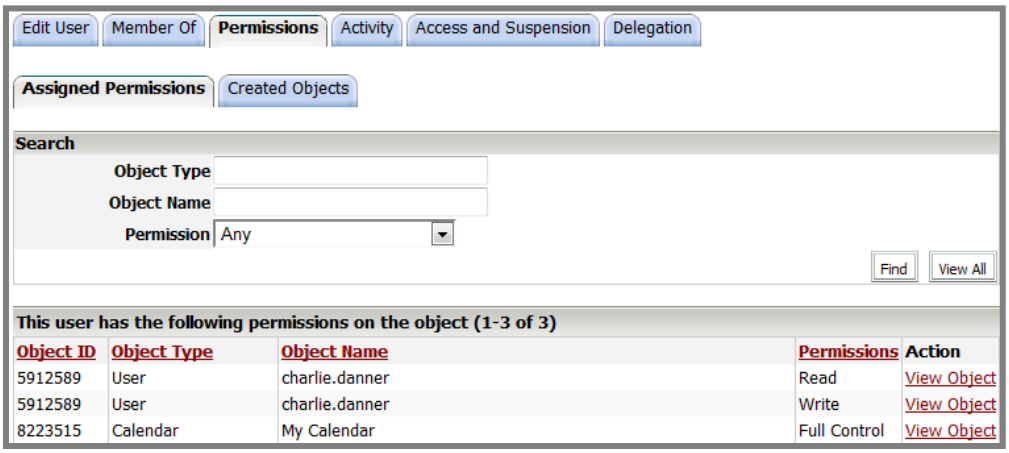


3) Delete user from specific groups

To delete a user from a specific group, simply click on the icon corresponding to the group name and click **OK** when prompted.

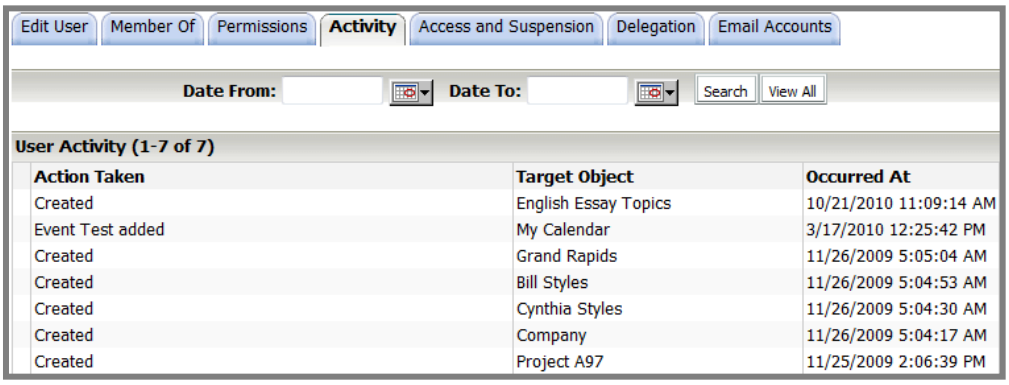
ii. Permissions

In this section administrators have the ability to see the specific permissions that have been granted to a user. The first tab lists the objects on the site that the user has specific rights to. The second tab lists the objects on the site that the user has created.



iii. Activity

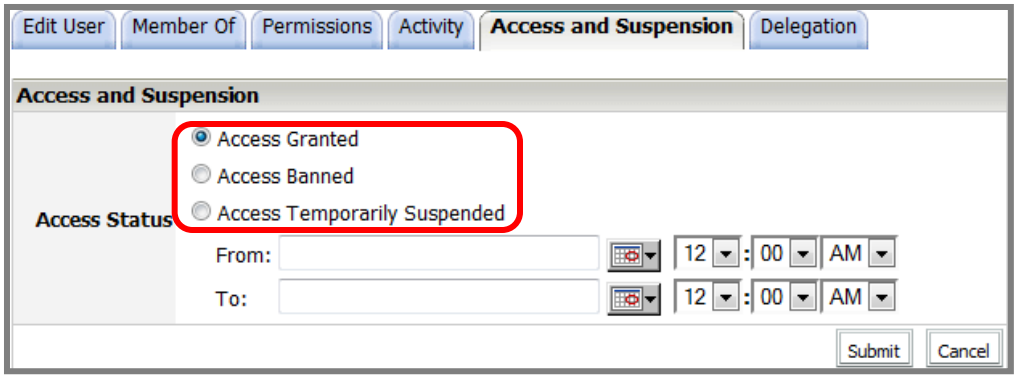
Through the **Activity** page you can check the activities of a particular user. You can specify the time range from the **Date From** and **Date To** fields and click **Update** to run a search on the user's activities.



iv. Access and Suspension

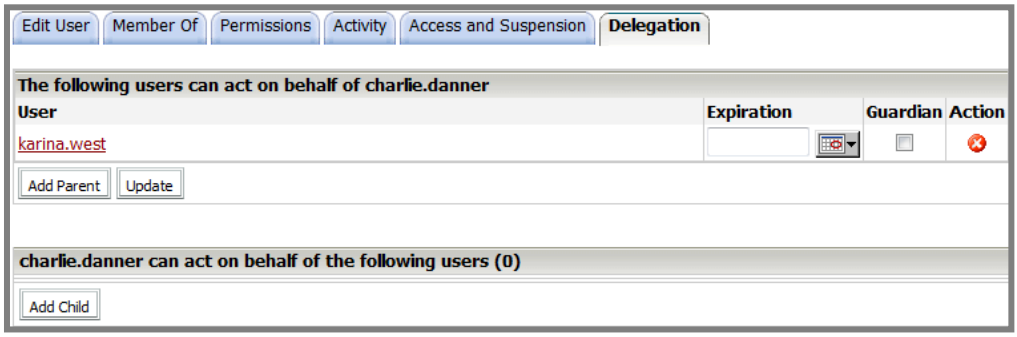
Administrator's have the ability to suspend user accounts for specific durations of time. There are three options available through this interface:

Access Status	Definition
Access Granted	This is a default setting on the system. All users added into the SharpSchool system are given an *Access Granted* status. If Administrators wish to grant access only for a specific duration of time, then simply select the dates and times from the dropdown menus.
Access Banned	Users can be banned from using any aspect of the system.
Access Temporarily Suspended	User accounts can also be suspended on a temporary basis.



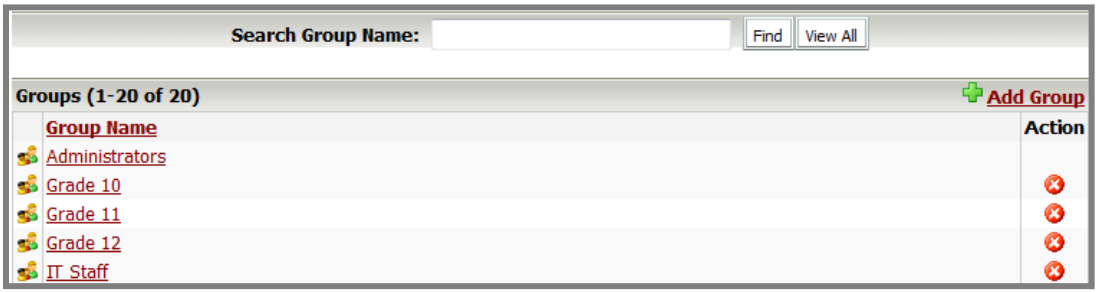
v. Delegation

Delegation of accounts is almost always used for student or parent accounts. Administrators can delegate a student account to a parent, or assign a parent account to a student. This allows parents to view their child's progress on online tests, assignments, keep track of attendance and view their emails and messages.



3) Manage Groups and Roles

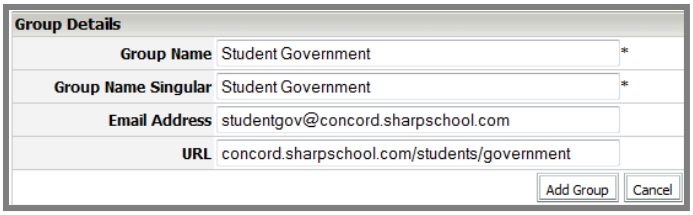
In SharpSchool's system, you have the ability to create groups and attribute permissions for each group via the **Manage Groups and Roles** section.



Note: To delete a group, simply click on the icon corresponding to the group name.

a. Add a Group

To add a group, simply click on the **Add Group** icon on the page. On the following page complete the information about the group and click on **Add Group**. The **Email Address** and **URL** fields are not mandatory.



b. Add Members to a Group

To add members to a group:

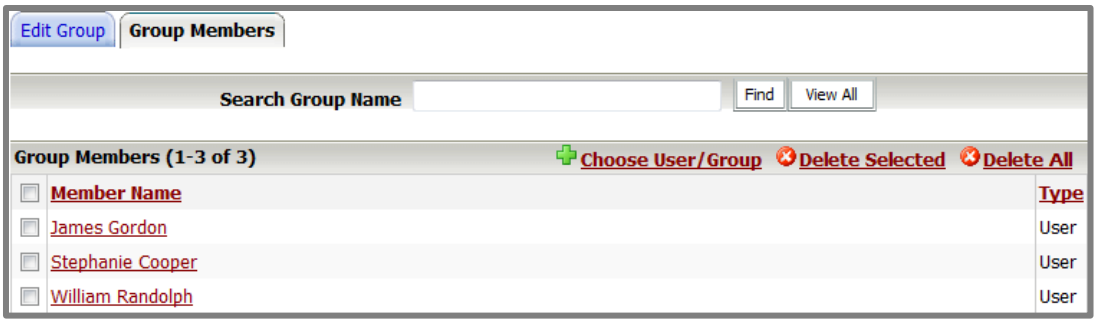
i. Click on the group name.

ii. Click on the second tab, **Group Members**.

iii. Click **Add** to access a list of users and groups within your organization.

iv. Select users, and click **OK.**

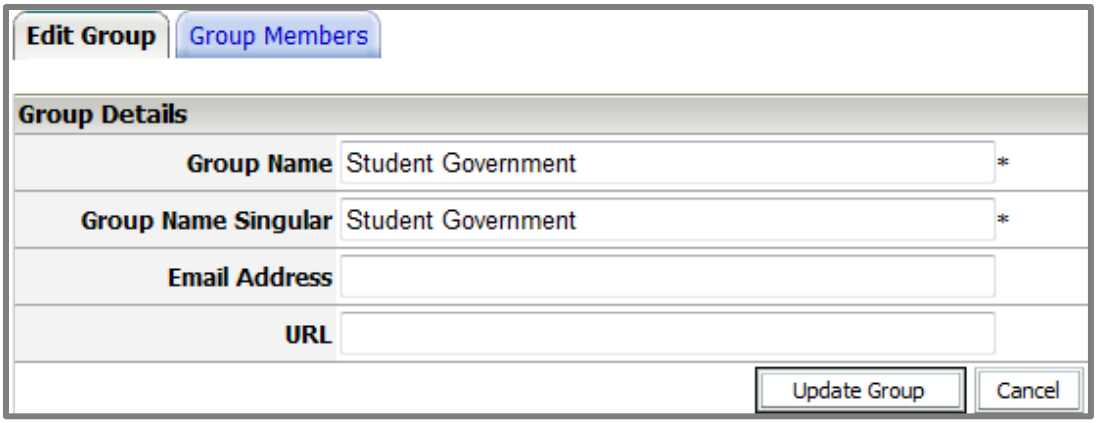
v. Click **Add**.



Reminder: You can also add individual members by clicking on their profiles and adding them through the **Member of** option.

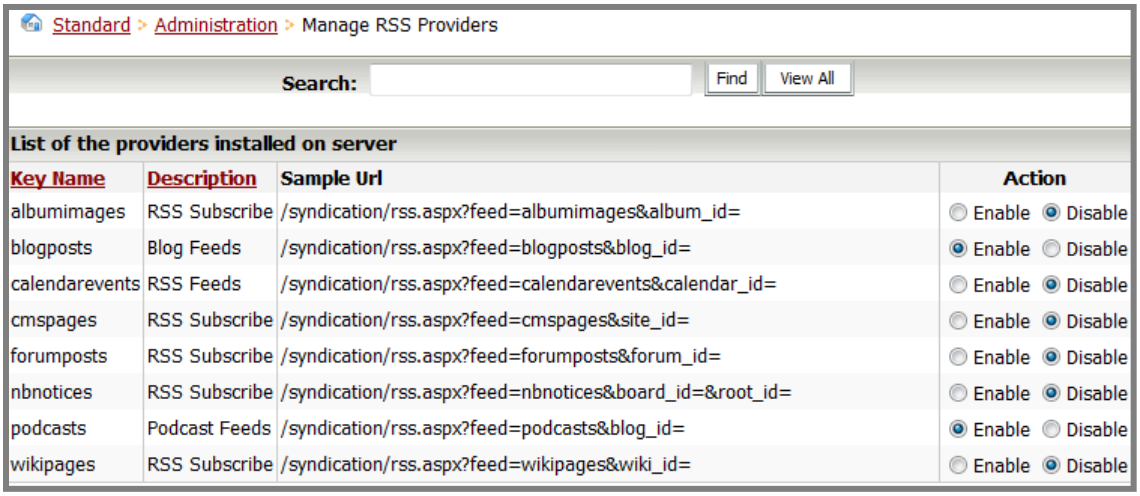
c. Edit a Group

You can edit a group's information by clicking on the group's name. This will take you to the **Edit Group** option and this will allow you to change **Group Name**, **Group Name Singular**, **Email Address**, or **URL** of the group.



4) Manage RSS Providers

Several applications on SharpSchool's system have RSS capabilities. Administrators can determine which application should offer RSS feeds by simply clicking on the **Enable** or **Disable** radio buttons.


Standard > Administration > Manage RSS Providers
Search:
Find
View All
List of the providers installed on server
Key Name
Description
Sample Url
Action
albumimages RSS Subscribe /syndication/rss.aspx?feed=albumimages&album_id= Enable Disable
blogposts Blog Feeds /syndication/rss.aspx?feed=blogposts&blog_id= Enable Disable
calendarevents RSS Feeds /syndication/rss.aspx?feed=calendarevents&calendar_id= Enable Disable
cmspages RSS Subscribe /syndication/rss.aspx?feed=cmspages&site_id= Enable Disable
forumposts RSS Subscribe /syndication/rss.aspx?feed=forumposts&forum_id= Enable Disable
nbnotices RSS Subscribe /syndication/rss.aspx?feed=nbnotices&board_id=&root_id= Enable Disable
podcasts Podcast Feeds /syndication/rss.aspx?feed=podcasts&blog_id= Enable Disable
wikipages RSS Subscribe /syndication/rss.aspx?feed=wikipages&wiki_id= Enable Disable

5) Manage Event Categories

Administrators have the ability to create event categories that will be made available to calendar users on the system, such as teachers, secretaries or athletics coaches. These Event Categories can be customized to have a unique icon and font color associated with it.

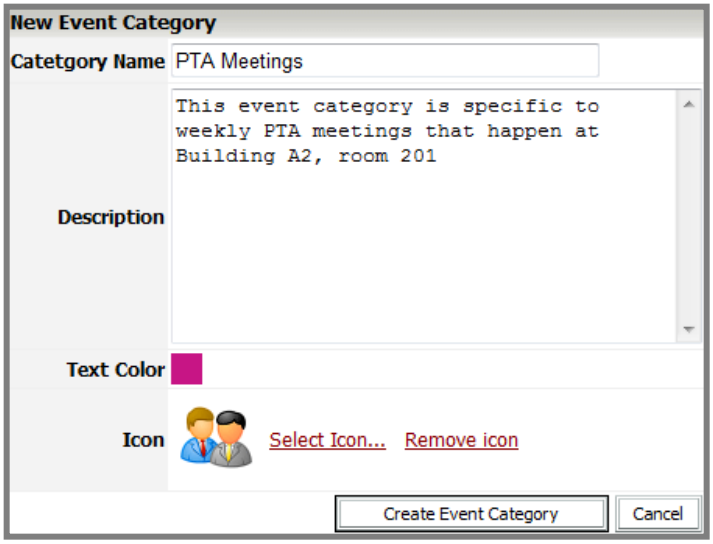
There are three locations of Event Categories that can be created within the system, and these are listed as individual tabs on this page. These are:

Event Category Location	Definition
Content Manager	Events Categories added under the Content Manager will only be available on calendars that are added as page types or portlets on the live site.
e-Learning Server	Event Categories added under e-Learning Server will only be available on calendars that are setup within online classrooms.
Collaboration Server	Event Categories added under the Collaboration Server will only be available on calendars added under Workspaces.

a. Add an Event Category

To add an Event Category, simply click on **Add Event Category** within your specific location, i.e. Content Manager, e-Learning Server or Collaboration Server.

Fill in information about your specific event and assign it a font color and icon and click on **Create Event Category**.

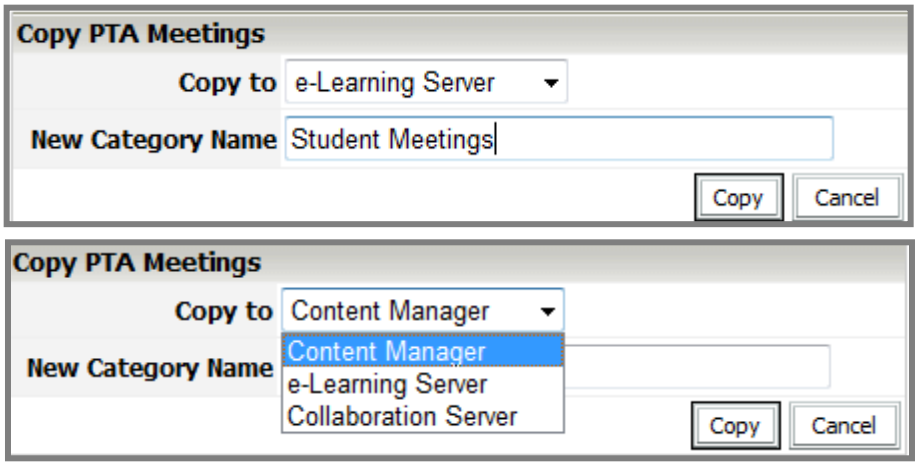


b. Copy an Event Category

If you wished to copy a specific event category, simply click on the icon corresponding to the title of the event category.

You can select which location you wish to copy that event to from the **Copy to** dropdown. Furthermore, you can rename the title of the event in the **New Category Name** field. When finished, click on **Copy**.

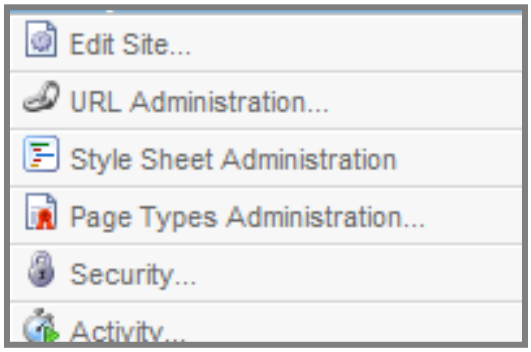
Note: Copying an event category will only copy the font color and icon of that event.



c. Delete an Event Category

To delete an event category, simply click on the icon next to the corresponding to the title.

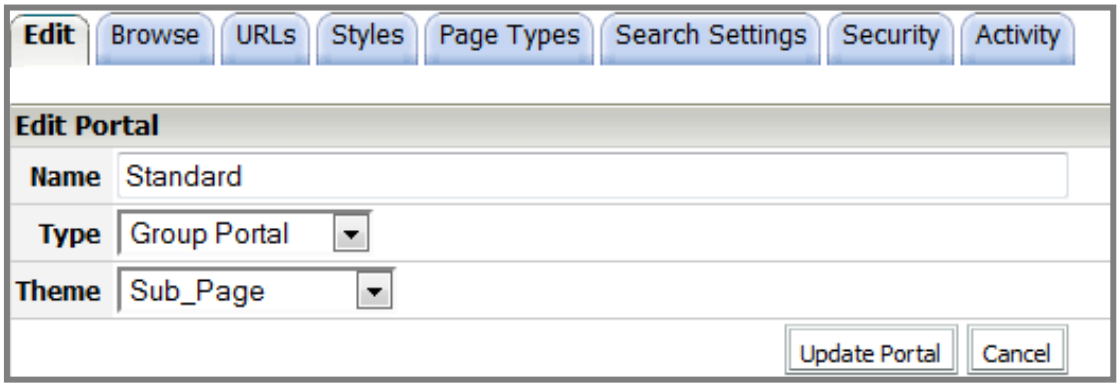
III. Site Administration



The Site Administration section gives administrators the ability to manage and monitor various aspects of the overall site. This section is broken into six main headings:

1) **Edit Site**
2) **URL Administration**
3) **Style Sheet Administration**
4) **Page Type Administration**
5) **Security**
6) **Activity**

Tip: These options are also available as tabs when you click on the **Edit Site** button.

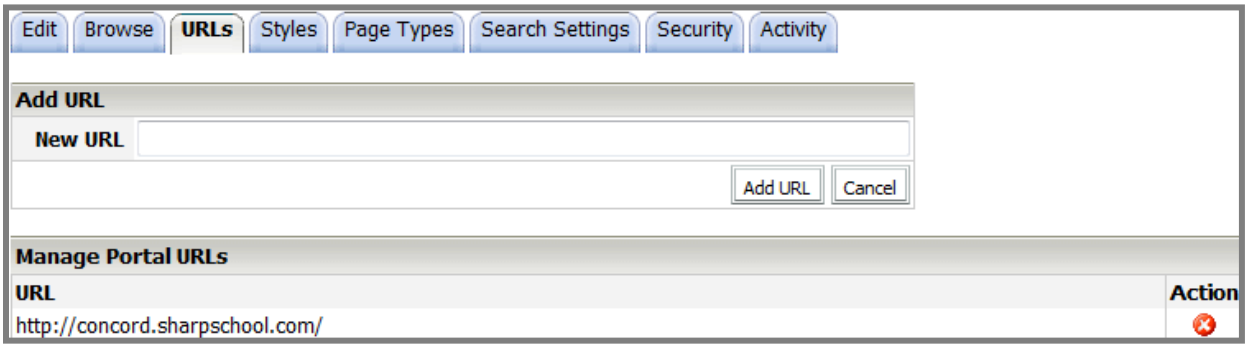


1) Edit Site

This section gives administrators the ability to define the name of the site as it appears on the breadcrumb trail for the site. The **Theme** dropdown defines the default look and feel of the site and is configured by SharpSchool.

2) URL Administration

This section displays a list of the portal URLs. These URLs will redirect you to the page you are editing.



a. Add URL

To add a URL:

i. Type the URL you want to add into the **New URL** field.

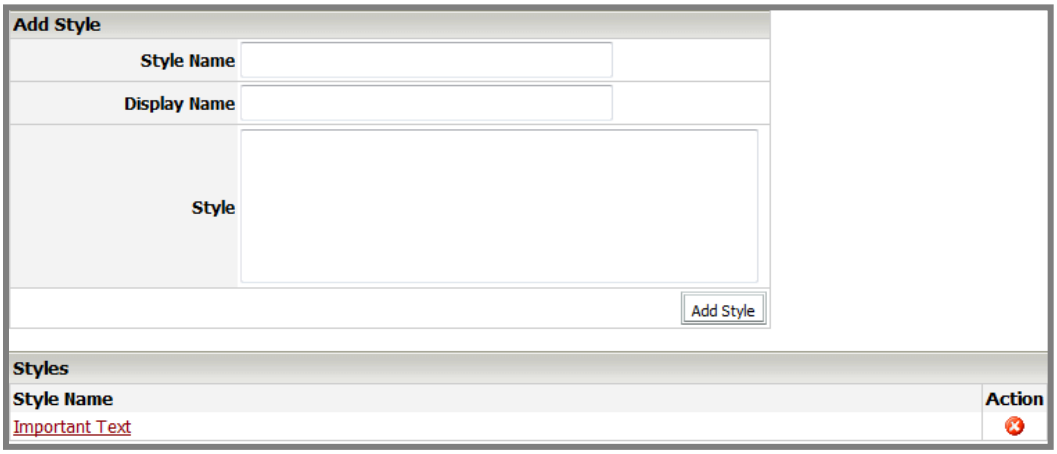
ii. Click the **Add URL** button.

b. Delete URL

To delete an existing URL, click on the next to the URL.

3) Style Sheet Administration

The Style Sheet Administration feature is intended for advanced users. This component allows you to create pre-defined styles for the rich-text editor and uses cascading style sheet parameters to set appropriate styles.

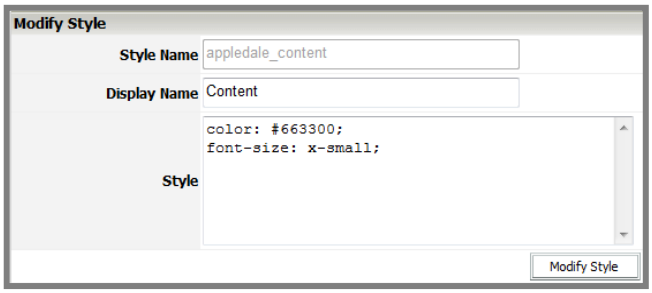


a. Add a Style

To create a style, simply define the **Style Name** and **Display Name** and insert your parameters in to the **Style** box. Once you are done, click on **Add Style**.

b. Edit a Style

To edit an existing style, simply click on the name of the style and edit it via the form fields. When you are done, click on **Modify Style**.

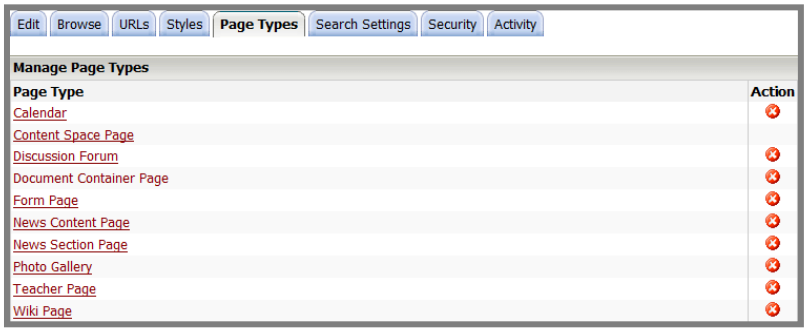


c. Delete a Style

To delete an existing style click on the icon corresponding to the style name. Note: If you delete a style type, anywhere that the style was applied will no longer display that CSS and it will revert to the default CSS for the page.

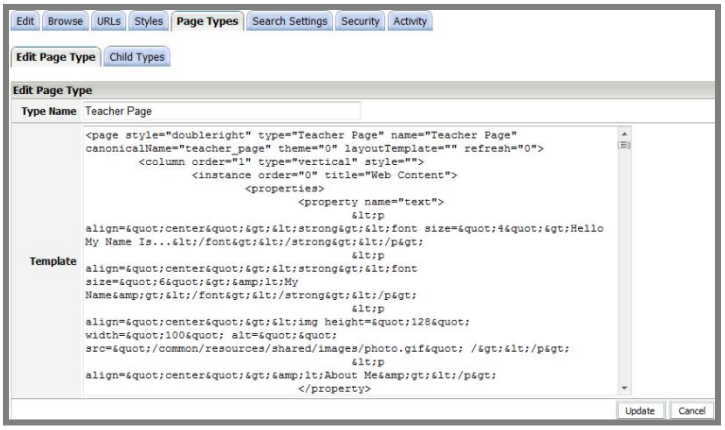
4) Page Types Administration

This page contains the list of all the Page Types available to users on the system. This includes default page types that SharpSchool provides to your organization, as well as custom page types created by administrators.



a. Edit Page Type

To edit a specific page type click on the name of the page type, this will allow you to change the **Type Name** and **Template** of the page. This feature is only for advanced users, since the template box requires that the entire template be added in HTML code. Once the changes have been made, click **Update** to save.

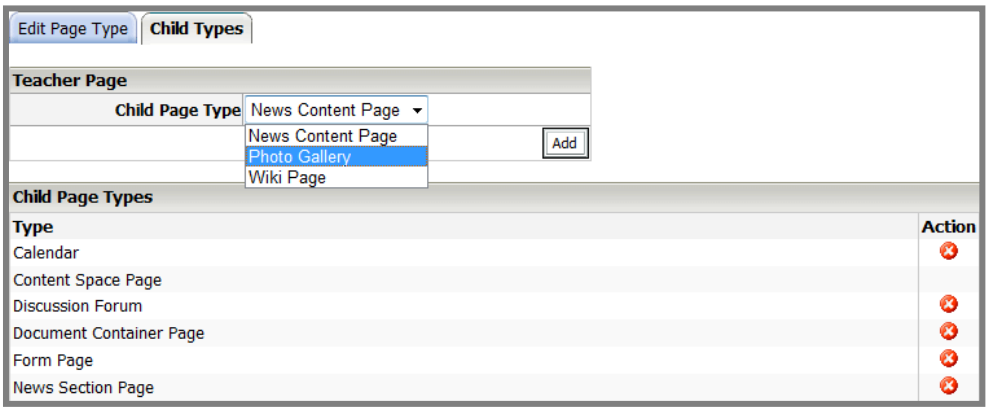


b. Add a Child Page Type

Administrators also have the ability to define the list of default child page types that are available to users. This can be done so by clicking on the **Child Types** tab where you can see a list of child page types.

Note: If you wish to have a series of child page types available under the page, then you must define these pages.

To add a child page type, select a type from the dropdown menu and click **Add**. To delete a child page types, click on the button next to the child page.

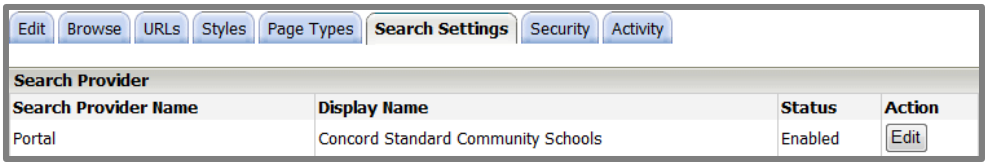


c. Delete a Page Type

Click on the button next to the page type you wish to delete.

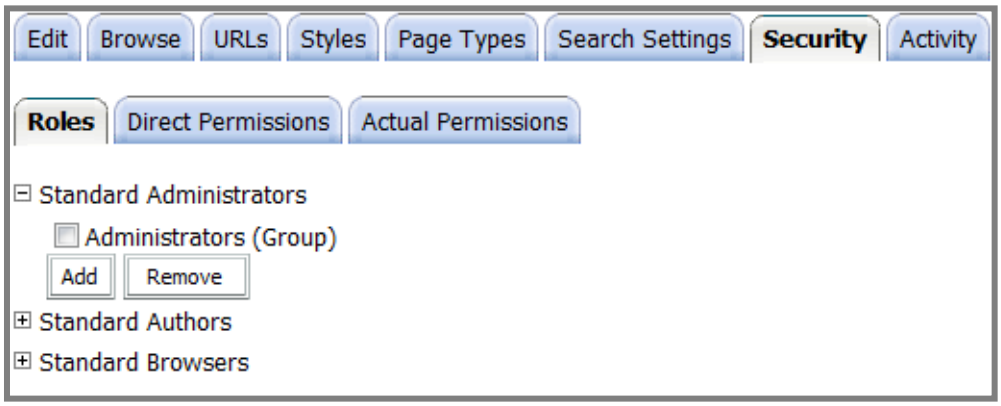
5) Search Settings

If you want to make the content of your site searchable via SharpSchool's search bar, you must enable the search portal in the **Search Settings** tab. To name and enable the portal click the **Edit** button, choose your preferred settings and press **Update**.



6) Security

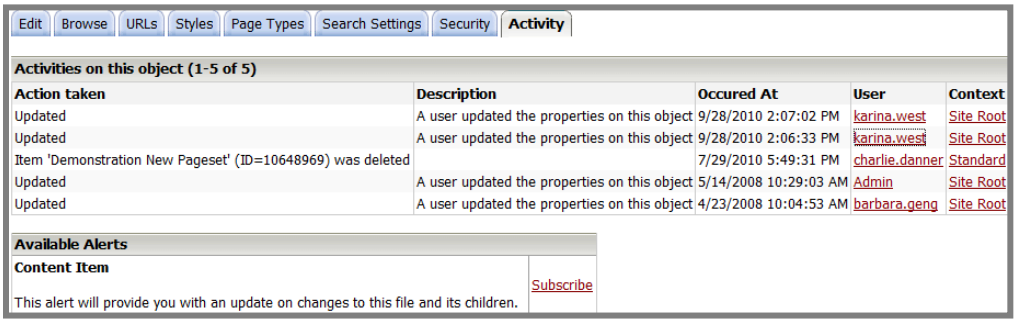
This section tabulates permissions on the site level. Administrators can view and assign site Administrators and Authors. The Browsers permission is assigned to all visitors on your site, i.e. they do not have any editing capabilities and can only read the site. As discussed in Chapter 1, **Direct Permissions** refers to the users who have direct permissions to the site and it expands upon the groups under the **Roles** tab. The **Actual Permissions** tab lists all the users who have permissions anywhere on the site.



7) Activity

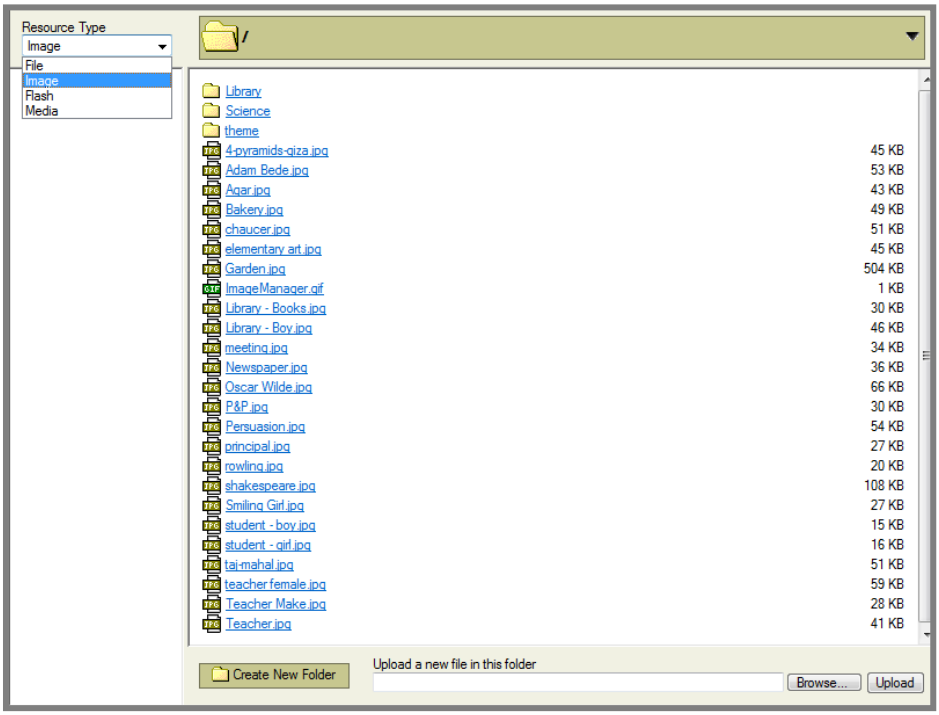
This tab displays any activity that has occurred on the site level, that is, if any changes were made to the site from the **Edit Site** option under **System Administration**.

You can also request to be notified of any updates to the site properties by subscribing to the **Content Item** alert found under **Available Alerts**.

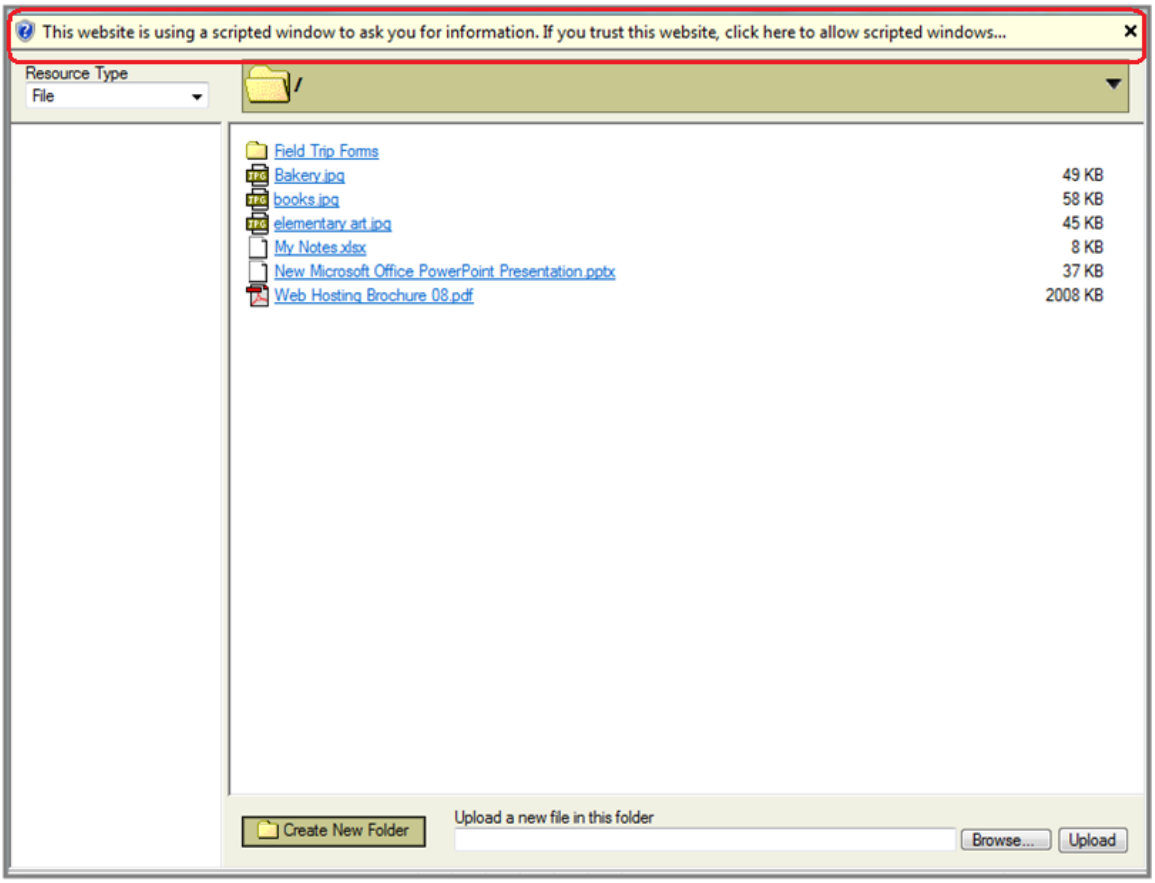


IV. File Administration

The File Administration component allows administrators to add files to the central repository of resources that will be made available to content authors via the WYSIWYG editor. Administrators can create specific folders under the **Resource Types** dropdown. It is important to note that the Resource Types directly correspond to elements on the WYSIWYG editor. For example, files added under the Image Resource Type will be made available to users via the **Image Manager** icon in the WYSIWYG Editor; likewise, files added to the File Resource Type will be made available to users via the **Document Manager** icon in the editor.



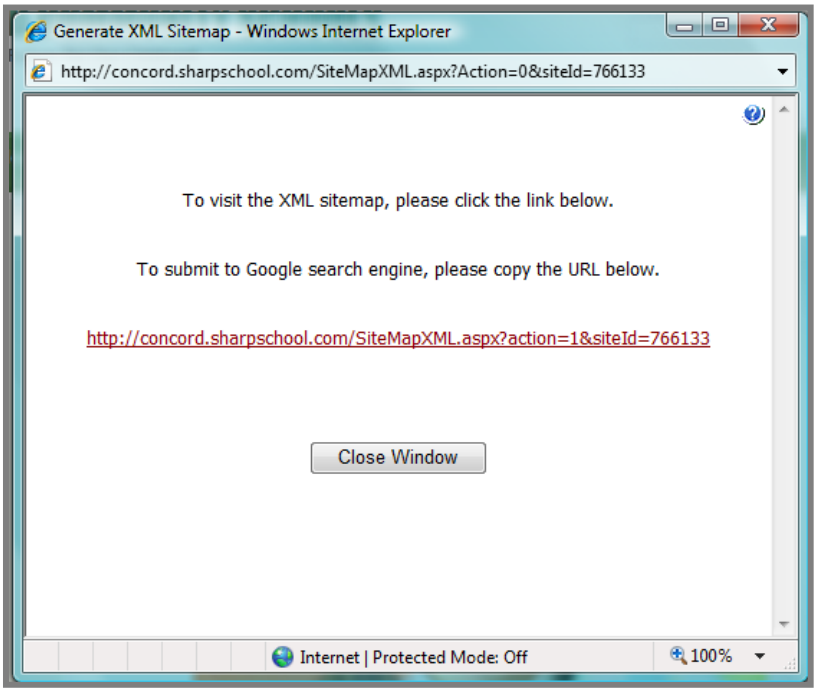
Administrators can also create subfolders under a Resource Type by clicking on **Create Folder**. Note: The system will prompt you to allow scripted windows. For the purpose of File Administration, you must enable this feature.


This website is using a scripted window to ask you for information. If you trust this website, click here to allow scripted windows...
Resource Type
File
/
Field Trip Forms
Bakery.jpg 49 KB
books.jpg 58 KB
elementary art.jpg 45 KB
My Notes.xlsx 8 KB
New Microsoft Office PowerPoint Presentation.pptx 37 KB
Web Hosting Brochure 08.pdf 2008 KB
Create New Folder
Upload a new file in this folder
Browse...
Upload

You can now add files to folders by clicking in **Browse…** to select files from your computer, and then clicking on **Upload** to upload it to SharpSchool's server.

V. General XML Sitemap…

This tab allows administrators to create an XML Sitemap for their site that can then be submitted to search engines such as Google.


Generate XML Sitemap - Windows Internet Explorer
http://concord.sharpschool.com/SiteMapXML.aspx?Action=0&siteId=766133
To visit the XML sitemap, please click the link below.
To submit to Google search engine, please copy the URL below.
http://concord.sharpschool.com/SiteMapXML.aspx?action=1&siteId=766133
Close Window
Internet | Protected Mode: Off
100%

VI. Appendix B: Importing an XML Page

The *Import New XML Page* has been designed to simplify the process of content migration. If you have a page on your current site that you wished to be moved to SharpSchool's system then simply convert the information in the XML standards defined by the SharpSchool solution. The concept behind this tool is simple: If an administrator knows the structure of their existing website database, then they can easily generate an XML file that can be used to recreate an existing site on the SharpSchool system.

1) Page Template

The following information is used to define the page:

```
<page style="single" type="Content Space Page" name="Capacity
Building" canonicalName="capacity_building" theme="0"
layoutTemplate="" refresh="0">
```

This table contains descriptions of the tags in the code above:

Attribute	Description	Values
style	Page Layout Style	single, double, doubleleft, doubleright, triple, tripletop, doubletop, custom
type	Page Type	Name of the Page Type (i.e. "Calendar Page", "Content Space Page", etc)
name	Page Title	
canonicalName	Page Name	Spaces and special characters are not allowed
theme	Portal Theme	Portal Theme ID or 0 to inherit theme from the parent page
layoutTemplate	Custom Page Layout	
refresh		0

The following code defines portlet regions:

<column order="1" type="vertical" style="">

Attribute	Description	Values
order	Portlet Region Number	Integer, depends on Page Layout
type	Portlet Direction Type	vertical, horizontal

<instance order="0" title="Web Content">

Attribute	Description	Values
order	Portlet Order	Integer, ascending order
title	Portlet Title	

<properties>

<property name="text">*SOURCE*</property>

</properties>

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